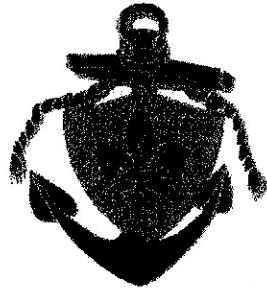


2013/14



**TOP LAYER
SERVICE DELIVERY BUDGET
IMPLEMENTATION PLAN**

**SWELLENDAM
MUNICIPALITY**

Municipal Finance Management Act:

Section 53(1)(c)(ii) - Approval by the Mayor

The Top Layer Service Delivery Budget Implementation Plan, indicating how the budget and the strategic objectives of Council will be implemented, is herewith submitted in terms of Section 53(1)(c)(ii) of the Municipal Finance Management Act (MFMA), MFMA Circular No. 13 and the Budgeting and Reporting Regulation for the necessary approval.

Print Name

Cm AFRICA

Acting Municipal Manager of Swellendam Municipality

Signature

Chap —

Date

2013-06-27

Approval

The Top Layer Service Delivery Budget Implementation Plan is herewith approved in terms of Section 53(1)(c)(ii) of the Municipal Finance Management Act (MFMA).

Print Name

N.G. MYBURGH.

Mayor of Swellendam Municipality

Signature

W.C. —

Date

2013-06-27

Ref	Directorate	Strategic Objective	Municipal KPA	Corporate service delivery / institutional development	Ward	Proportion Directorate	Baseline	2013/14 Budget Allocation	KPI Target	Annual Target Type		
									Q1	Q2	Q3	Q4
1	Municipal Manager	Democratising of planning and decision-making	Corporate service delivery / institutional development	Prepare the draft IDP review and submit to Council for approval by 31 March	All	Municipal Manager	1	Carry Over	Number	1		
2	Municipal Manager	Democratising of planning and decision-making	Corporate service delivery / institutional development	Develop and sign the performance agreements of all 557 employees by 31 July	All	Municipal Manager	4	Accumulative	Number	4		
3	Municipal Manager	Effective, responsive, people-centered and integrated institution	Corporate service delivery / institutional development	Compile the Risk Based Audit Plan (RBAP) and submit to the Audit Committee by 30 June	All	Municipal Manager	1	Carry Over	Number	1		
4	Municipal Manager	Effective, responsive, people-centered and integrated institution	Corporate service delivery / institutional development	Complete the annual risk assessment and submit to the audit committee by 31 March	All	Municipal Manager	1	Carry Over	Number	1		
5	Municipal Manager	Effective, responsive, people-centered and integrated institution	Corporate service delivery / institutional development	Implement the approved SBRAP for 2013/14 period (Number of audits completed for the period/ audits planned for the period)	All	Municipal Manager	60	Carry Over	Percentage	60		
6	Municipal Manager	Provision of a sound economic basis as well as a quality environment by practicing sustainable planning and thus promoting the creation of jobs and the expansion of tourism	Economic development with full participation to all and with focus on both First and Second economies	Review the Local Economic Development strategy and submit to council for approval by 30 June	All	Municipal Manager	1	Carry Over	Number	1		
7	Municipal Manager	Effective, responsive, people centered and integrated institution	Corporate service delivery / institutional development	Submit quarterly reports to council on the actual performance to the Top Layer SDBIP	All	Municipal Manager	4	Accumulative	Number	4		
8	Municipal Manager	Democratising of planning and decision-making	Corporate service delivery / institutional development	Hold public participation sessions in wards	All	Municipal Manager	5	Accumulative	Number	5		
9	Municipal Manager	Democratising of planning and decision-making	Corporate service delivery / institutional development	Facilitate the meeting of ward committees	All	Municipal Manager	5	Accumulative	Number	5		
10	Municipal Manager	Effective, responsive, people-centered and integrated institution	Corporate service delivery / institutional development	Submit the top layer SDBIP to the Mayor for approval within 14 days after the approval of the budget	All	Municipal Manager	1	Carry Over	Number	1		
11	Municipal Manager	Sound and sustainable finances	Financial service delivery	Submit the monthly sec 71 of the MFMA reports to the council	All	Municipal Manager	12	Accumulative	Number	12		
12	Municipal Manager	Sound and sustainable finances	Financial service delivery	Submit the adjustments budget to council for approval by 28 February	All	Municipal Manager	1	Carry Over	Number	1		
13	Municipal Manager	Sound and sustainable finances	Financial service delivery	Submit the main budget to council for approval by 31 March	All	Municipal Manager	1	Carry Over	Number	1		
14	Municipal Manager	Sound and sustainable finances	Financial service delivery	Approve an action plan to address all the issues raised in the management letter of the Auditor General by 31 December	All	Municipal Manager	1	Carry Over	Number	1		
15	Municipal Manager	Effective, responsive, people-centered and integrated institution	Corporate service delivery / institutional development	Submit the draft annual report to council by 31 January	All	Municipal Manager	1	Carry Over	Number	1		
16	Municipal Manager	Effective, responsive, people-centered and integrated institution	Corporate service delivery / institutional development	Submit the Mid-Year Performance Report in terms of section 22 of the MFMA to the Mayor by 25 January	All	Municipal Manager	1	Carry Over	Number	1		
17	Financial Services	Combating poverty and unemployment	The provision of basic services to the least possible level	Provide free basic water per month to indigent households in terms of the equitable share requirements	All	Director: Finance	2000	Stand-Alone	Number	1800	1800	1800
18	Financial Services	Combating poverty and unemployment	The provision of basic services to the least possible level	Provide free basic sanitation to indigent households in terms of the equitable share requirements	All	Director: Finance	2000	Stand-Alone	Number	1800	1800	1800

Ref	Directorate	Service delivery	Municipal KPA	KPI	Work	Budgeted Date	Baseline	Total Budget	2013 Target	Actual Target	Type	Q1	Q2	Q3	Q4
19	Financial Services	Combating poverty and unemployment	The provision of basic services to the best possible level	Provide 50kWh free basic electricity per month to indigent households in terms of the equitable share requirements	Number of indigent households receiving free basic electricity	All	Director: Finance	2000	Stand-Alone	Number	1800	1800	1800	1800	1800
20	Financial Services	Combating poverty and unemployment	The provision of basic services to the best possible level	Provide free basic refuse removal to indigent households in terms of the equitable share requirements	Number of indigent households receiving free basic refuse removal	All	Director: Finance	2000	Stand-Alone	Number	1800	1800	1800	1800	1800
21	Financial Services	Sound and sustainable finances	Financial service delivery	Financial viability measured in terms of the municipality's ability to meet its service debt obligations (Total operating revenue+operating grants received)/debt service payments due within the year)	Target achieved	All	Director: Finance	25.3	Stand-Alone	Number	25.3				25.3
22	Financial Services	Sound and sustainable finances	Financial service delivery	Financial viability measured in terms of the outstanding service debts (Total outstanding service debtors/revenue received for services)	% achieved	All	Director: Finance	18	Stand-Alone	Percentage	18				18
23	Financial Services	Sound and sustainable finances	Financial service delivery	Financial viability measured in terms of the available cash to cover fixed operating expenditure (Available cash+ investments)/Monthly fixed operating expenditure)	Ratio achieved	All	Director: Finance	1.8	Stand-Alone	Number	1.8				1.8
24	Financial Services	Sound and sustainable finances	Financial service delivery	Achieve a debtors payment percentage of 95.5%	Payment %	All	Director: Finance	95.5%	Carry Over	Percentage	95.5				95.5
25	Financial Services	Sound and sustainable finances	Financial service delivery	Compile and submit the annual financial statements by 31 August to the Auditor General	Financial statements submitted to the AG by 31 August	All	Director: Finance	1	Carry Over	Number	1	1			
26	Engineering Services	Provision of a sound economic basis as well as a quality environment by practising sustainable planning and thus promoting the creation of jobs and the expansion of tourism	Economic development with full participation to all and with focus on both First and Second economies	Create temporary job opportunities with initiatives for labour intensive capital projects	Number of temporary job opportunities created	All	Director: Engineering Services	200	Accumulative	Number	200				200
27	Engineering Services	Provision of a sound economic basis as well as a quality environment by practising sustainable planning and thus promoting the creation of jobs and the expansion of tourism	Economic development with full participation to all and with focus on both First and Second economies	Create FTE's (full term employment) to claim grant from Department of Public works	Number of FTE's created	All	Director: Engineering Services	52	Accumulative	Number	52				52
28	Engineering Services	Ensuring access to basic services by all	The provision of basic services to the best possible level	Spent the maintenance budget for roads and stormwater assets	% of maintenance budget spent	All	Engineering Services	99%	Carry Over	Percentage	99				99
29	Engineering Services	Ensuring access to basic services by all	The provision of basic services to the best possible level	Spent the maintenance budget for sanitation assets	% of maintenance budget spent	All	Engineering Services	99%	Carry Over	Percentage	99				99
30	Engineering Services	Ensuring access to basic services by all	The provision of basic services to the best possible level	Spent the maintenance budget for water assets	% of maintenance budget spent	All	Engineering Services	99%	Carry Over	Percentage	99				99
31	Engineering Services	Ensuring access to basic services by all	The provision of basic services to the best possible level	Spent the maintenance budget for electricity assets	% of maintenance budget spent	All	Engineering Services	99%	Carry Over	Percentage	99				99
32	Community Services	Ensuring access to basic services by all	The provision of basic services to the best possible level	Spent the maintenance budget for parks and recreation	% of maintenance budget spent	All	Engineering Services	99%	Carry Over	Percentage	99				99
33	Community Services	Ensuring access to basic services by all	The provision of basic services to the best possible level	Spent the maintenance budget for refuse removal assets	% of maintenance budget spent	All	Community Services	99%	Carry Over	Percentage	99				99

Ref	Directorate	Service Type	Strategic Pillar / KVA	Description	Measurement	KPI Calculation	KPI Target	Annual Target	Type
34	Engineering Services	Ensuring access to basic services by all	The provision of basic services to the best possible level	Limit the % water unaccounted for	% of water unaccounted for	All	Director: Engineering Services	80%	Reverse Stand-Alone
35	Engineering Services	Ensuring access to basic services by all	The provision of basic services to the best possible level	Limit the % electricity unaccounted for	% of electricity unaccounted for	All	Director: Engineering Services	25%	Reverse Stand-Alone
36	Engineering Services	Ensuring access to basic services by all	The provision of basic services to the best possible level	Manage waste water discharge	% quality level of waste water discharge achieved	All	Director: Engineering Services	80%	Carry Over Percentage
37	Engineering Services	Ensuring access to basic services by all	The provision of basic services to the best possible level	Manage water quality level as per SANS 241 criteria	% water quality level achieved	All	Director: Engineering Services	95%	Carry Over Percentage
38	Community Services	Ensuring access to basic services by all	The provision of basic services to the best possible level	Complete an annual external audit of the landfill sites	Number of audits completed	All	Director: Community Services	New KPI	Carry Over
39	Community Services	Ensuring access to basic services by all	The provision of basic services to the best possible level	Report quarterly to council on the adherence to the conditions of the Landfill Permit	Number of reports submitted to council	All	Director: Community Services	New KPI	Accumulative Number
40	Engineering Services	Ensuring access to basic services by all	The provision of basic services to the best possible level	Raise consumer awareness on water consumption	Number of initiatives	All	Director: Engineering Services	New KPI	Accumulative Number
41	Engineering Services	Ensuring access to basic services by all	The provision of basic services to the best possible level	Submit report on the implementation of the Water Demand Management Plan to DWAF by 31 October in terms of the Water Services Act	Report submitted to DWAF by 31 October	All	Director: Engineering Services	New KPI	Carry Over Number
42	Engineering Services	Ensuring access to basic services by all	The provision of basic services to the best possible level	Upgrade gravel roads to tar roads	Number of kilometers upgraded	All	Director: Engineering Services	1	Accumulative Number
43	Corporate Services	Effective, responsive, people-centered and integrated institution	Corporate service delivery / institutional development	Development skills of staff (Actual total training expenditure/total operational budget)	% of total operational budget spent on training	All	Director: Corporate Services	0.3%	Carry Over Percentage
44	Corporate Services	Effective, responsive, people-centered and integrated institution	Corporate service delivery / institutional development	Limit vacancy rate to less than 10% of budgeted post (Number of funded posts vacant divided by budgeted funded posts)	Vacancy rate	All	Director: Corporate Services	10%	Reverse Stand-Alone
45	Corporate Services	Effective, responsive, people-centered and integrated institution	Corporate service delivery / institutional development	Individually individual performance management (for all managers directly reporting to directors / number of signed agreements / number of managers directly reporting to directors)	% of agreements signed	All	Director: Corporate Services	New KPI	Carry Over Percentage
46	Corporate Services	Effective, responsive, people-centered and integrated institution	Corporate service delivery / institutional development	Submit Employment Equity report to the Department of Labour by 30 September	EE report submitted by 30 September	All	Director: Corporate Services	1	Carry Over Number
47	Corporate Services	Effective, responsive, people-centered and integrated institution	Corporate service delivery / institutional development	Review the Recruitment and Selection policy and submit to council by 31 March	Reviewed Recruitment and Selection Policy submitted to council by 31 March	All	Director: Corporate Services	New KPI	Carry Over Number
48	Corporate Services	Effective, responsive, people-centered and integrated institution	Corporate service delivery / institutional development	Facilitate the performance assessments of managers directly reporting to directors	Number of performance assessments per annum	All	Director: Corporate Services	New KPI	Accumulative Number
49	Corporate Services	Effective, responsive, people-centered and integrated institution	Corporate service delivery / institutional development	Review the Occupational Health & Safety Policy and submit to council by 30 June	Reviewed Occupational Health & Safety policy submitted to Council by 30 June	All	Director: Corporate Services	New KPI	Carry Over Number
50	Corporate Services	Correcting spatial imbalances	The provision of basic services to the best possible level	Provide consideration on building plans within 30 days for buildings less than 500m² and 60 days for buildings larger than 500m² after all information evaluated (by plans received)	% Evaluated	All	Director: Corporate Services	90%	Stand-Alone Percentage
51	Corporate Services	Correcting spatial imbalances	The provision of basic services to the best possible level	Provide consideration on land use applications within 120 days after receipt of all outstanding and relevant information and documents (actual applications evaluated / applications received)	% of applications evaluated	All	Director: Corporate Services	90%	Stand-Alone Percentage

Ref	Description	Municipal权责	Municipal权责	Target	Actual	Performance	Reclassification Type	Remaining Target	Q1	Q2	Q3	Q4
S2	Community Services	Provision of healthy and safe living environment	The provision of basic services to the best possible level	Clean alien vegetation on Communal land and council owned land	Number of hectares cleared		Director: Community Services	2 Hectares per year	0	1	1	1
53	Community Services	Provision of a healthy and safe living environment	The provision of basic services to the best possible level	Maintain the existing fire breaks within the available budget	Number of kilometers maintained		Director: Community Services	7 km pa	Accumulative Number	8	2	2
54	Community Services	Provision of a healthy and safe living environment	The provision of basic services to the best possible level	Create new fire breaks as identified and within the available budget	Number of kilometers created		Director: Community Services	2 km pa	Accumulative Number	3	0	1
55	Community Services	To empower the residents of the Swellendam by the provision of, and exposure to the necessary training facilities, academic as well as practical skills development.	The provision of basic services to the best possible level	Hold exhibitions on identified topics to enhance library awareness	Number of exhibitions held		Director: Community Services	35	Accumulative Number	40	10	10
56	Community Services	Provision of a healthy and safe living environment	The provision of basic services to the best possible level	Hold road blocks to decrease incidents affecting traffic safety	Number of road blocks held		Director: Community Services	10	Accumulative Number	12	3	3
57	Community Services	Continuous and sustainable provision for housing needs through timely planning	The provision of basic services to the best possible level	Develop or review a Human Settlement Plan and submit to council by 30 June	Plan submitted to council		Director: Community Services	New KPI	Carry Over Number	1		1
58	Engineering Services	Ensuring access to basic services by all	The provision of basic services to the best possible level	Upgrade the Swellendam Water Treatment Works	% of approved project budget for the year spent	14%	Director: Engineering Services	New KPI	Carry Over Percentage	100		100
59	Engineering Services	Ensuring access to basic services by all	The provision of basic services to the best possible level	Upgrade the Barrydale, Smitsville WWTW	% of approved project budget for the year spent	23%	Director: Engineering Services	New KPI	Carry Over Percentage	100		100
60	Engineering Services	Ensuring access to basic services by all	The provision of basic services to the best possible level	Develop the new WWTW for Suurbrak	% of approved project budget for the year spent	23%	Director: Engineering Services	New KPI	Carry Over Percentage	100		100
61	Engineering Services	Ensuring access to basic services by all	The provision of basic services to the best possible level	Develop the new storm water system for Ralton	% of approved project budget for the year spent	45%	Director: Engineering Services	New KPI	Carry Over Percentage	100		100

Ref	Sub-Directorate	GFS Classification	Project Name	Project Description	Authorised Amount	Source	Amount Received	Amount Expended	Amount Remaining	Amount to be Expended	Amount to be Received	Total	
1	Engineering Services	Project Management	Water	Upgrade the Swellendam Water Treatment Works	Enlarges built water purification capacity	3.5	2013/07/01 - 2014/06/30	4.5	200000	500000	700000	500000	550000.00
2	Engineering Services	Project Management	Waste-water management	Upgrade the Barrydale, Smitenville WWTW	New Waste Water Treatment Works : Enlarge treatment capacity	5	2014/02/01 - 2015/06/31	2	100000		300000		454900
3	Engineering Services	Project Management	Waste water management	Develop the new WWTP for Suurbraak	New Waste Water Treatment Works : Enlarge treatment capacity	5	2014/03/01 - 2015/06/30	3	100000				356500.00
4	Community Services	Housing	Road Transport	Develop the new storm water system for Ralton	Upgrade storm water system in new ADP housing area.	5	2013/07/01 - 2013/08/31	5	250000	320000			570000.00
5	Engineering Services	Project Management	Other	Swellendam PDU 13/14	5% of MEC allocation towards administration of grant	3	2014/02/01 - 2014/06/31	All			50000	52100	

		July		August		September		October		November		December	
		Revenue	Capital Exp.	Revenue	Capital Exp.	Revenue	Capital Exp.	Revenue	Capital Exp.	Revenue	Capital Exp.	Revenue	Capital Exp.
Municipal governance and administration	Executive and council	3295000	1034000	27000	1034000	717500	153000	1034000	130000	27000	130000	27000	2928000
Municipal governance and administration	Budget and treasury office	1099000	1615000	177000	1615000	100000	1615000	177000	235000	177000	1615000	177000	1615000
Municipal governance and administration	Corporate services	54000	601000	54000	601000	54000	601000	54000	975000	54000	601000	54000	601000
Community and public safety	Community and social services	3585000	1210000	211000	1210000	3437000	1210000	211000	1768000	211000	1768000	211000	1210000
Community and public safety	Public safety	0	12000	0	14000	0	137000	0	129000	0	136000	0	140000
Community and public safety	Housing	0	0	0	0	0	0	0	0	0	0	0	0
Community and public safety	Sport and Recreation	0	25000	0	23000	0	25000	0	23000	0	23000	0	23000
Economic and environmental services	Planning and development	11000	61000	11000	61000	11000	61000	11000	105000	11000	61000	11000	61000
Economic and environmental services	Road transport	3262000	1639000	2676000	1639000	3262000	1639000	2676000	2266000	2676000	1639000	2676000	1639000
Economic and environmental services	Environmental protection	0	0	0	0	0	0	0	0	0	0	0	0
Trading services	Electricity	5938000	4056000	5791000	5078000	5335000	4979000	5732000	4683000	6163000	5189000	5757000	5220000
Trading services	Water	6654000	973000	737000	973000	767000	973000	893000	973000	1500000	973000	3000000	973000
Trading services	Waste water management	1028000	764000	1028000	764000	5000000	10281000	764000	5000000	10282000	974000	5000000	1028000
Trading services	Waste management	574000	37000	574000	37000	574000	37000	574000	37000	574000	37000	574000	37000
Other	Other	0	2000	0	2000	0	2000	0	2000	0	2000	0	267000
TOTAL:		4915000	3246900	5000000	13386000	11530000	5000000	12775000	6500000	23103000	13102000	6500000	13775000
													3335000
													13825000
													3982000

		Revenue	Capital Exp.	Revenue	Capital Exp.	Revenue	Capital Exp.	Revenue	Capital Exp.	Revenue	Capital Exp.
Municipal governance and administration	Executive and council	27000	1634000	4792000	1135000	127000	1589000	27000	1046000	27000	1046000
Municipal governance and administration	Budget and treasury office	177000	1615000	725000	1615000	177000	1615000	177000	1615000	1527000	-882000
Municipal governance and administration	Corporate services	54000	601000	54000	601000	54000	601000	54000	601000	54000	-209000
Community and public safety	Community and social services	2111000	1210000	2995000	1220000	2111000	1220000	2111000	1210000	2111000	24711000
Community and public safety	Public safety	0	135000	0	74000	0	803000	0	860000	0	880000
Community and public safety	Housing	0	0	0	0	0	0	0	0	0	0
Community and public safety	Sport and recreation	0	23000	0	23000	0	23000	0	23000	0	23000
Economic and environmental services	Planning and development	11000	63000	11000	63000	11000	63000	11000	63000	11000	61000
Economic and environmental services	Road transport	2676000	1651000	3238000	1659000	3676000	1659000	2976000	1639000	2676000	1639000
Economic and environmental services	Environmental protection	0	0	0	0	0	0	0	0	0	0
Trading services	Electricity	2035000	4051000	2751000	2709000	3105000	3018000	3179000	3155000	3116000	437000
Trading services	Water	774000	971000	1152000	973000	1117000	973000	1026000	973000	1035000	3100000
Trading services	Waste water management	1028000	764000	1028000	764000	1028000	764000	1028000	764000	1028000	2162000
Trading services	Waste management	574000	370000	574000	370000	574000	370000	574000	370000	574000	2477000
Other	Other	0	2000	0	267000	0	2000	0	2000	0	267000
TOTAL		9655000	13938000	17111000	11171000	5000000	10860000	121240000	10830000	11545000	22272000
											32759000
											11250000

		Current Assets		TOTAL	
Line item [1]	Description [2]	Revenue	Operational Expt.	Capital Expt.	
Municipal governance and administration:					
Municipal governance and administration:	Executive and council	48345000	18780000	0	
Budget and treasury office		5783000	17622000	0	
Corporate services		648000	6780000	0	
Community and public safety	Community and social services	29016000	38575000	400000	
Community and public safety:	Public safety	0	1865000	0	
Community and public safety	Housing	0	0	0	
Community and public safety	Sport and Recreation	0	275000	0	
Economic and environmental services:	Planning and development	132000	777000	0	
Economic and environmental services:	Road transport	42577000	19875000	0	
Economic and environmental services:	Environmental protection	0	0	0	
Trading services:	Electricity	54695000	49722000	700000	
Trading services:	Water	10797000	10452000	16100000	
Trading services:	Waste water management	12336000	6452000	41242000	
Trading services:	Waste management	6888000	6665000	0	
Other	Other	0	1034000	0	
	TOTAL	208697000	178427000	56442000	

Swellendam Municipality

Revenue by Source for the 2013/14 financial year